REDUCTION IN FORCE: CLASSIFIED EMPLOYEES   *Policy Code:* **7921**

The purpose of this policy is to establish an orderly procedure for reduction in the employment of full-time classified employees of the school system.

Grounds for Reduction in Force

A reduction in force is any demotion or termination of three (3) or more employees in a group or class of employees during the school year for any of the following reasons:

1. District Reorganization - defined as declining enrollment, financial exigency, or any other cause that warrants closing, consolidation, elimination, curtailment, or reorganization of schools, facilities, programs, or curriculum offerings.

2. Decreased Enrollment - shall exist when the enrollment or projected enrollment for the next succeeding school year causes a decrease in the positions allocated by the state or any other funding source; or when the enrollment or projected enrollment for the next succeeding school year of a curriculum offering or program is inadequate to justify continuation of the course program.

3. Decreased Funding - shall mean any decline in the Board of Education's financial resources that is brought about by the decline in enrollment or by other actions or events that change the school system's current operational budget; or any decrease or elimination in funding for a particular program; or any insufficiency in funding that would render the Board unable to continue existing programs at current levels.

Preliminary Determination

When the superintendent believes that grounds exist for a reduction in force and a reduction in force is appropriate, the superintendent shall present a written recommendation to the Board of Education. The recommendation shall include:

1. The grounds for reduction in force;

2. The number or estimated number of classified positions to be reduced; and

3. The background information, data, and rationale for the recommendation.

Notice of Recommendation

Notice of the superintendent's recommendation of a reduction in force shall be given to the employees that may be affected by posting such notice at the appropriate workplace and the central office at least one week before the Board meeting at which the recommendation will be considered.

The Board of Education shall review the superintendent's recommendation and shall determine whether to authorize a reduction in classified positions.

If the Board authorizes a reduction in force, the superintendent shall recommend to the Board which employees are to be dismissed or demoted, based on the criteria set forth below.

Criteria

When ranking employees, for purposes of implementing this policy, the superintendent is authorized to limit the affected group of employees to those employees who work in the school, facility, program, or department subject to the reduction in positions.

In recommending to the Board the employees to be included in a reduction in force, the superintendent shall consider the following factors:

- Performance;

- Length of service in the school system;

- Recency and length of service in particular areas of operation;

- Recency and length of service at particular schools or facilities;

- Continuity and stability of existing operations and programs; and

- Service in an area where there is a limited pool of qualified or available personnel.

No factor shall have priority. The superintendent will make recommendations based on the needs and best interests of the school system.

Board's Decision

After considering the superintendent's recommendation, the Board shall enter a decision in its minutes specifying which classified employees, if any, will be terminated or demoted.

Two Weeks' Notice

After the Board renders its decision, the superintendent shall provide written notice to any employee affected by the reduction in force. The superintendent shall mail the notice at least two weeks prior to the effective date of the demotion or termination.

Note: **Nothing in this policy is intended to or does alter the "at will" employment status of classified employees.**

LEGAL REF: G.S. 115C-36, -47
ADOPTED: January 3, 2011